



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS  
**DEPARTMENT OF ADMINISTRATION**

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TO: Directors  
Chief Financial Officers  
Key Personnel

FROM: Rosemary Booth Gallogly, Director *RBGallogly*  
Department of Administration

DATE: April 2, 2010

SUBJECT: Documentation for Flood Related Expenditures

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Given the State's fiscal condition, it is imperative that State agencies and authorities work diligently to maximize the amount of federal relief to offset the cost of the recent flooding. To encourage a standard format, the Department of Administration has established a template which should be used by state agencies for tracking expenditures. Please document the incident and resulting damages by taking pictures which can be submitted to FEMA as supporting documentation. Please refer to the "FEMA Public Assistance Guide" at [www.FEMA.gov/government/grant/pa](http://www.FEMA.gov/government/grant/pa) for more details.

If you have any questions, please call Wayne Hannon at 222-8279. Thank you for your continued cooperation as we proceed to the recovery stage.

RBG/sma

Attachments:

- A – State of Rhode Island Disaster Recovery Purchasing Procedures
- B – State of Rhode Island Expenditure Tracking Template
- C - FEMA Damage Assessment Guidelines
- D – FEMA Schedule of Equipment Rates